INTERIM REPORT ON THE STUDY OF THE PRINTING OF FI REPORTS

1. Purpose

The General Services Office operates a small reproduction facility in "L" Building primarily for the purpose of printing information reports for FI. It was decided that a survey should be made of this reproduction facility and of the material being reproduced therein to determine if the facility is adequately and efficiently performing this work and if any improvement in format or material and methods can be effected.

The purpose of this interim report is to submit certain recommendations for action at this time as final decision cannot be made on several important changes in methods until extensive tests have been made. The nature of these tests are mentioned in two of the following recommendations. Several months will be required to fully experiment with new methods and materials. A final report will be submitted when results of these tests are known.

2. Authority for Study

25X1A

[redacted], Chief, Requirements Staff, FI, agreed to the study on 27 October 1953. The study was started on 28 October 1953.

3. Description of Facility

25X1A

[redacted]

4. Present Procedure

The various FI reports originate in the field. Field stations, whose distribution requirements are sufficiently large, type the reports on ditto masters, run copies for their distribution, and send the masters to Washington for processing as Washington reports. Field stations having smaller distribution requirements type the reports on paper, making the necessary number of carbon copies for their distribution, and send a copy to Washington for processing as Washington reports. These field reports are received by the appropriate area division, edited, assigned a report number, and typed for multilith reproduction. They are then sent to the Reports Control Branch, Requirements Staff, and then to the reproduction facility for printing. The reproduction facility prints the reports and makes bulk distribution in accordance with distribution instructions printed on the reports. (A substantial portion of the EE Division's reports are printed by the ditto process. In these cases, the field master is corrected and patched after editing and the master used to ditto copies of the Washington report.)

The Multilith process is used for printing these reports because of the superior product produced from this process. With respect to the ditto reports which are reproduced from the field masters, the product is inferior and production problems are involved which make this process slower and more expensive than multilith.

There are two problems involved here which require action. First is the desirability of converting the ditto reports to multilith and secondly is the possibility that a good percentage of the retyping of field reports in Washington can be eliminated.

5. Scope of Study

The study included a complete review of the reports and other work reproduced by this facility, the methods of handling this work, the equipment available with which to do the work required, and printing processes involved.

6. Findings and Recommendations

The study revealed that a large volume of FI reports are being printed by the multilith and ditto processes. An average of 2,600 reports are printed each month. This amounts to approximately 6,500 pages and 500,000 press impressions per month.

While, on the whole, the operation is satisfactory there are several changes which can be made to effect economies and improve operations. There follows a listing of specific findings and recommendations pertaining thereto:

Finding No. 1

The multilith mats used in reproducing the FI reports are expensive mats capable of reproducing upwards of 2,000 copies. Less than 100 copies are reproduced of the FI reports. Therefore, less expensive mats, capable of reproducing 100 good copies, would be satisfactory for this work.

Recommendation No. 1

That tests employing cheaper mats be conducted to determine if suitable copies can be obtained from mats costing considerably less than those now used. Approximately 5,000 mats are used per month. Thus, if the cheaper mats are found, after testing, to be satisfactory substantial savings will result.

Finding No. 2

a. The necessity for typing reports in Washington is due primarily to the fact that the original typing in the field is not transferred to a reproducible master at the time of original typing and because of editorial changes made by the Washington divisions in processing the reports as Washington reports.

b. It is desirable to convert the ditto method of processing the EE Division reports to the multilith method because of the production problems presented by the ditto process and because of the superior product produced by the multilith method.

Recommendation No. 2

That combination sets of forms be developed and tested under actual operating conditions for field typing of the FI reports which will make unnecessary the retyping of the report in Washington and will also make unnecessary the running of the field ditto master for the Washington report. There are to be four combination sets developed for this test as follows:

a. Combination ditto-multilith master set of the first page (which is a printed form), for use of field stations requiring ditto reproduction for field distribution.

b. Combination ditto-multilith master set (no printing) for second and succeeding pages of the report for use of field stations requiring ditto reproduction for field distribution.

c. Combination set containing paper original, carbons, and multilith master of first page (which is a printed form) for use of field stations requiring only carbon copies for field distribution.

d. Combination set containing paper original, carbons, and multilith master of second and succeeding pages of the report for use of field stations requiring only carbon copies for field distribution.

In each case the field station will type the report on the combination set, make field distribution (either by Ditto reproduction or carbon copies as the case may be) and will send the multilith master to Washington where it will be used to run the Washington report.

These combination sets are now being developed and will be ordered and put into actual use on a trial basis as soon as they are available. Complete instructions for use of the sets will be developed and submitted to the field for their guidance. Several months will be required to determine the advisability of adopting this system. If found to be feasible a complete statement of the advantages will be included in the final report.

Finding No. 3

The FI reports are printed on white paper which is preprinted with a 1" yellow stripe top and bottom on one side and with explanatory notes on the other side. Thus, each report carries these explanatory notes on the reverse of each page. The purpose of the yellow stripes is to lend a distinctive appearance to these reports.

This preprinting, which is done in large quantities at the main GPO plant, is costly. The cost of printing 4,000,000 copies, which is a six month's supply, is $5,400.00 (exclusive of paper cost). Accordingly, this preprinting is costing at least $10,800.00 per year.

There is agreement that the use of preprinted sheets for other than first pages of reports is unnecessary and that second and succeeding pages may be printed on blank sheets.

Recommendation No. 3

a. That the first page only of each report be printed on the preprinted paper with second and succeeding pages of the reports printed on blank white paper.

A spot check of 326 reports indicates that approximately 50 percent of the reports consist of only one page. The balance of the reports consist of 2 or more pages (38 percent, 2 pages; 12 percent, more than 2 pages). Accordingly, printing second and succeeding pages on blank paper will save at least 2,000,000 preprinted sheets per year (1,000,000 each 6 months). This represents an annual savings of $2,700.00.

A time study has been made to determine if this change will interfere with present rate of production and it was found that very little, if any, additional time is required. (On one study 6 reports required 2 minutes longer to print than the present method and on another study 5 reports required 1 minute less.)

b. That continued study be given to the use of preprinted sheets to determine if it is possible to eliminate this requirement through revision of the form or some other means.

Finding No. 4

Production of FI reports is retarded somewhat by the changes required in the printing of the distribution ladder on the first page of the reports. These changes involve eliminating a portion of this ladder from a certain number of copies of each report.

Recommendation No. 4

That GSO and the FI staff jointly study this problem to determine if it is possible to eliminate the ladders from the reports.

[redacted] 28 Jan 54 25X1A
Chief, Printing Advisory Staff

Approved for forwarding and discussion:

/s/ [redacted] 25X1A
Chief, General Services Office

Concurrences:

/s/ [redacted] 1 Feb 54 25X1A
Chief, Reports Control Branch, RQM Date

/s/ [redacted] 1 Feb 54 25X1A
Chief, Requirements Staff, FI Date

/s/
L. K. W. 8 Feb 54
Acting Deputy Director (Administration) Date

cc: DDA chrono ✓